

## NORTHCARE NETWORK

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| <b>POLICY TITLE:</b><br>Progressive Discipline       | <b>CATEGORY:</b><br>Personnel  |  |
| <b>EFFECTIVE DATE:</b><br>1/1/15                     | <b>BOARD APPROVAL DATE:</b><br>4/22/15   |  |
| <b>REVIEW DATE:</b><br>3/17/25                       | <b>REVISION(S) TO<br/>POLICY STATEMENT:</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>OTHER<br/>REVISION(S):</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>RESPONSIBLE PARTY:</b><br>Human Resources Manager | <b>CEO APPROVAL DATE:</b> 4/3/25<br>Megan Rooney, CEO  |  |

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network ensures all personnel are treated fairly and consistently. NorthCare Network employees are “at will” employees. The discipline policy is designed to help and encourage all personnel to achieve and maintain satisfactory standards of conduct. For newly appointed personnel who are in their introductory/probationary period, the agency retains the discretion to vary the procedure accordingly in respect of formal warnings, up to and including termination for a first breach of conduct rules. The disciplinary procedure is normally used where other interventions have failed to produce the required improvement or when the conduct matter is sufficiently serious to require immediate formal action.

### **PURPOSE**

The purpose of this policy is to establish rules pertaining to personnel conduct and performance so all personnel will conduct themselves according to certain rules of good behavior and conduct; and in doing so, ensure all personnel are treated fairly and consistently. It is designed to help and encourage all personnel to achieve and maintain satisfactory standards of conduct.

### **DEFINITIONS**

N/A

### **REFERENCES**

- NorthCare Network Code of Conduct
- Compliance Plan Guidelines
- NorthCare Network Conflict of Interest

### **HISTORY**

NEW POLICY: 1/1/15

REVIEW DATE: 2/19/16, 11/18/16, 9/27/17, 8/9/18, 6/27/19, 4/15/20, 3/31/2, 1/27/22, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 6/27/19, 4/15/20, 5/8/24, 3/17/25

CEO APPROVAL DATE: 3/7/16, 1/4/17, 10/3/17, 8/14/18, 7/2/19, 5/5/20, 4/6/21, 2/1/22, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 4/22/15

## **PROCEDURES**

NorthCare Network uses a progressive discipline process, administered by supervisors, in consultation with the Human Resources Manager, where needed to address personnel performance. If personnel violate any agency policy, work rule and/or is not meeting performance, productivity or other such expectations, supervisors may invoke the Progressive Discipline Policy. When taking such action, supervisors will take into consideration the nature and seriousness of the infraction, consider all relevant facts and information gleaned during any investigation as well as any mitigating circumstances. Generally, there are four levels of Progressive Discipline that may be applied at the discretion of supervisors. These include:

1. Verbal Warning
2. Written Warning
3. Final Written Warning, with Suspension if warranted
4. Termination

Not all performance or conduct infractions lend themselves to progressive discipline. There are times when immediate and serious disciplinary action, including suspension or termination is warranted. The level of discipline should be within the nature and severity of the infraction.